

**OFFICE OF INSPECTOR GENERAL  
U.S. HOUSE OF REPRESENTATIVES  
VACANCY ANNOUNCEMENT**

**Position:** Assistant Director, Administration

**Announcement Number:** IG-10-04

**Opening Date:** July 26, 2010

**Location:** Washington, DC

**Closing Date:** August 6, 2010

**Salary:** \$89,442-\$105,691

\*Commensurate with qualifications and experience

**Area of Consideration:** All Sources

**FLSA Category:** Exempt

**Job Summary:** Incumbent serves as the OIG Support Services Assistant Director for Administration, providing administrative analysis, guidance, and assistance to both the Inspector General and Deputy Inspectors General of the U.S. House of Representatives. The sensitive nature of the Inspector General program requires a close and confidential relationship. Additionally, incumbent provides policy, administrative, contracting, and financial management assistance to the Office of Inspector General.

**Major Duties:**

- Serves as the Contracting Officer Representative for the OIG. Initiates Requests for Proposal (RFPs) or requests for contracted services; authors or assists staff in developing Statements of Work; works closely with the House Office of Finance and Procurement to remain current in procurement regulations, policies, and procedures. Maintains and reviews all OIG contracts and updates the OIG Master Contract as necessary. Advises staff on policies and procedures for evaluating contract proposals.
- Assists the IG and Deputies with budget formulation and execution, as well as budget justification and testimony background supporting documentation. Coordinates with House budget personnel in submitting budget requests, justifications, and testimony. Coordinates with appropriate House officials to reconcile any accounting discrepancies.
- Knowledgeable in the House procurement policies and procedures applicable to purchases using the Government Purchase Card (GSA SmartCard) and the House Electronic Procurement System, Procurement Desktop (PD). Creates procurement documents (task orders, purchase requests, modifications, and receivers) in PD for supplies, equipment, and vendor services. Demonstrates proficiency in managing and tracking purchases, as well as managing vendor contract modifications, closeout dates, funding, and billing.
- Develops, updates, and implements policies and procedures for inclusion in the OIG Policies and Procedures Manual.
- Executes Human Resources activities for the OIG including on-boarding and departure processing, and facilitates the employee evaluation process.
- Prepares and reviews replies and other correspondence and action documents before passing them on to the IG or Deputies for signature, primarily for sound public relations principles, intelligibility, reasonableness and

compatibility with the IG's personal viewpoints and general policy and precedents.

- Supports the Director of OIG Support Services in OIG continuous improvement efforts including the development and implementation of the OIG Balanced Scorecard program, employee and customer satisfaction surveys, and streamlined administrative processes.

### **Requirements and Additional Information:**

1. Extensive experience in the control, preparation, and review of incoming and outgoing correspondence and action documents. Experience in developing and implementing office policies, procedures, and administrative practices. Ability to analyze administrative and financial conditions of the organization, research problems, propose solutions, and implement new processes or programs. Understanding of contracting practices and knowledge and experience in procurement practices and procedures, using a variety of procurement methods. Ability to integrate multi-faceted functions to include budget, financial management, human resources, organizational requirements, and procurement. Knowledge of, and experience with, various information and office systems, including extensive experience with word processing and spreadsheet applications.
2. Must be eligible for and maintain a Secret Security Clearance.
3. Relocation expenses will not be paid.
4. This is a drug testing designated position.

### **How Resumes Will Be Ranked:**

Candidates whose resumes indicate that they possess knowledge and experience in the following areas will be given a higher priority than resumes that do not:

- The nature and applicability of prior work experience
- Clear/concise analysis and written communications
- Ability to establish and maintain effective working relationships with high ranking officials

### **Benefits of Working at the House of Representatives:**

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, etc.) to which other federal employees are entitled.
2. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
  - Less than 1 year of service/experience = 12 days annual leave per year
  - Between 1 year and 3 years of service/experience = 15 days annual leave per year
  - Between 3 years and 6 years of service/experience = 18 days annual leave per year
  - 6 or more years of service/experience = 24 days annual leave per year

3. Federal retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS).
4. Student loan repayment program. Employees can be reimbursed for up to \$10,000 per year (with a maximum of \$60,000 in total) for federally backed student loans.
5. Family Medical Leave Act (FMLA). The Office of Inspector General (OIG) has the option of allowing its employees to take the first 6 weeks of FMLA (e.g. for a catastrophic illness or birth of a child) as paid administrative leave. (FMLA is normally unpaid leave unless an employee uses his/her own annual or sick leave).
6. Gym Membership. House employees are eligible for discounted memberships to “Gold’s Gym” and to the House Fitness Center.
7. On location Day Care facility.
8. Flexible work schedule.
9. Eligibility for either free, on-site parking or an amount up to \$230 in monthly mass transit benefits.

### **Work Environment and Physical Demands:**

The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

### **Applicant Instructions:**

Submission of KSA’s is not required; forward a resume that clearly presents the requirements above to the following email address:

Email: [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov). Please reference “IG-10-04 Assistant Director of Administration” in the subject line of the email.

**Point of Contact:** Deborah E. Jones, (202) 226-1250

**Please do NOT mail or fax resumes. Email is the preferred method of submitting resumes. When your resume is received, the system will generate an automated response acknowledging receipt of your resume.**